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ABSTRACT

Sample documents are provided to assist a school library media center in Oklahoma in preparing a policy handbook applicable to the library's particular situation. The operating policy defines the purpose of the library and the library media specialist, as well as the users, schedule, orientation and instruction practices, and circulation procedures. The description of physical arrangement considers the locations of reference, fiction, non-fiction, biography, and professional collections, as well as periodicals and non-print media. The guide to the use of reference materials contains descriptions of reference materials commonly found in the school library, such as encyclopedias or dictionaries. An appendix contains suggestions for scheduling and a sample library media center pass. (Contains 10 references.) (SLD)

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Oklahoma State Department of Education
Sandy Garrett, Superintendent of Public Instruction
Library Media Section, July 1991 (Reprinted May 1993)

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A SAMPLE

SCHOOL LIBRARY MEDIA CENTER

OPERATING POLICY
PHYSICAL ARRANGEMENT AND MAP
GUIDE TO THE USE OF REFERENCE MATERIALS

The samples are provided to assist you in preparing a policy handbook for your library media center. These statements should be published in staff and student handbooks with the approval of the school administration. They should be edited in such a way as to make them applicable to your unique situtation. Producing the statements on a word processer will enable you to update the statements annually based on changes in your program. The information in parenthesis following certain sections refers to the appropriate Standards. For more information refer to *Library Media Programs in Oklahoma Guidelines for Excellence* (Oklahoma State Department of Education, 1991), *Procedures Manual for School Library Media Centers* (Oklahoma State Department of Education, 1986), *INFORMATION POWER Guidelines for School Library Media Programs* (ALA, Chicago,1988), *Standards for Accreditation of Elementary, Middle, Secondary and Area Vocational and Technical Level Schools* (Oklahoma State Department of Education, 1992) and *School Laws of Oklahoma, 1992.*

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SAMPLE

(SCHOOL NAME)

LIBRARY

MEDIA

CENTER

POLICY HANDBOOK

1993-1994

SAMPLE

(YOUR SCHOOL NAME)

LIBRARY MEDIA CENTER

POLICY HANDBOOK

INTRODUCTION

The following policy handbook has been developed by the Library Media Center staff with the approval of the administration to assist you in the use of your Library Media Center. The policies have been developed based on the District's Selection Policy, *Library Media Programs in Oklahoma Guidelines for Excellence* (Oklahoma State Department of Education, 1991), *Procedures Manual for School Library Media Centers* (Oklahoma State Department of Education, 1986), *INFORMATION POWER Guidelines for School Library Media Programs* (ALA, Chicago,1988), *Standards for Accreditation of Elementary, Middle, Secondary and Area Vocational and Technical Level Schools* (Oklahoma State Department of Education, 1992) and *School Laws of Oklahoma, 1992.*

The physical arrangement of the Library Media Center, a map, a guide to the use of reference materials and LMC passes have been included for your convinence. The Library Media Center staff looks forward to serving you.

SAMPLE

(YOUR SCHOOL NAME)

LIBRARY MEDIA CENTER OPERATING POLICY

PURPOSE: (Standard VII)

The purpose of the Library Media Center (LMC) at (school name) School is to assist students and teachers in becoming effective users of ideas and information by providing access to all materials that enrich and support the curriculum of the school. In order to best achieve this purpose, all media materials including library books, audiovisual equipment and software will be cataloged and circulated through the Library Media Center.

LIBRARY MEDIA SPECIALIST... (7.20-7.28)

...As a teacher is to develop the student's ability to effectively access, evaluate and use information for a given need. (Kuhlthau, 1987)

...As an information specialist systematically develops a collection of resources with the school and provides access to resources outside the school. (*Library Media Programs in Oklahoma Guidelines for Excellence* (Oklahoma State Department of Education, 1991)

...As an instructional consultant participates in curriculum development and implementation. (*Library Media Programs in Oklahoma Guidelines for Excellence* (Oklahoma State Department of Education, 1991)

USERS: (2.06, 7.04)

The administration, staff and students presently enrolled at this school are the primary users and have full library media center privileges including circulation as stated below. Parents and community members are always welcome. Library media center privileges including circulation will be extended to them through arrangement with the administration and the library media specialist.

SCHEDULE: (7.24)

The Library Media Center will be open all official school days before the first class period begins and remain open after the last school period ends. Students who wish to use the LMC before school must obtain a pass from the LMC the day before. Students who wish to use the LMC to study during their lunch period must report to the LMC before the tardy bell rings. A pass is not necessary after school.

(SEE "ALTERNATIVE" SCHEDULE)

Any teacher wishing to schedule their class for library activities must do so with the Library Media Specialist as early as possible. Waiting until that class has begun and then trying to bring them for library work runs the great risk of the LMC not being available. Please schedule early! Each class using the LMC as a class must be accompanied the entire period by the teacher. If the teacher leaves, so does the class.

Teachers who desire may have a short scheduled time to check out books and materials every two weeks. The teacher must accompany the class and stay during the scheduled checkout time. It should be understood that I will not always be available to assist and offer reading guidance.

Teachers may send one to five students at a time to the LMC to check in or out a book, work independently or in small groups, etc., at any time. The students must have a signed pass explaining what they are to do, what time they left, and what time they are to return. If the LMC is in use and space is not available for individual work, the students will be asked to return to their class. The Library Media Specialist will countersign all passes. **NO STUDENT WILL BE ADMITTED WITHOUT A PASS.** Misconduct will not be tolerated and will be reported to the classroom teacher. Passes are attached for your convenience.

ORIENTATION & INSTRUCTION: (4.22, 7.28)

A general orientation to the physical facilities will be presented at the beginning of the year to all incoming students through their language arts class.

Information skills will be taught using appropriate subject content and timed to provide instruction as it is needed, rather than in isolated units. This "integrated approach" is dependent on teacher involvement in the planning, execution and evaluation of activities designed to introduce, master and reinforce information skills. A copy of the *Information Skills Learner Outcomes* is attached. I will be meeting with grade level (or department) teachers to discuss curriculum and information skills. Teachers wishing to work with me intregrating information skills into their curriculum may schedule a time to meet with me to develop such units of study.

CIRCULATION: (7.08, 7.20, 7.30 and the *Procedures Manual*...p. 115)

All materials may be checked out by the administration, staff or enrolled students for a period of two weeks unless the material is marked indicating certain restrictions.

Audiovisual equipment may be checked out of the LMC by the administration or staff only. Students may use such equipment in the LMC with permission from the LMS. Teachers who send students for any library materials or equipment must send a signed request for that material. AV equipment may be checked out overnight by students on special request and with parent's approval.

Please try to schedule equipment and software in advance. The best time to do this is at 3:00 the preceding day. Your equipment and/or materials will be ready for you before 8:00 the next morning. You may return them to the circulation desk any time during the day when you are through with them. If you plan to use equipment for more than one day, please make arrangements to do so when you schedule the equipment. Equipment is not to be stored in classrooms or department centers.

When checking out any material, the administrator, staff member or student must sign the appropriate card. Each student must have a class schedule card on file in the LMC before checking out any materials. That individual will be responsible if the materials are lost or damaged and will be required to pay replacement cost. (See "Library Theft Act," ...*Guidelines*... p. A-34.) All records of circulation will be private and will not be disclosed in accordance with Oklahoma Law. (See "Privacy Law," ...*Guidelines*... p. A-33. Revise paragraph if automated circulation system is in operation.)

SAMPLE

The copy machine in the LMC is primarily there to assist students in their research work. Of course it is also available to teachers for school-related copies. However, this is not a multicopier. If you need more than five copies of any one item, you need to make a master and run it on a duplicator. Copying will be done first hour each day by the LMC assistant. If you need copies, please leave the master copy with written instructions at the circulation desk. Please see the District Selection Policy concerning the enforcement of the copyright laws.

Any student who abuses his/her LMC privilege in any way may be denied such privilege by the administration upon recommendation of the LMS.

Any suggestions by the administration, staff or students concerning the operation of the LMC or the selection of materials for the LMC will be welcomed. All requests for purchase of material will be considered. Request forms may be obtained from the LMC staff or you may bring a copy of the catalog which supplies the materials.

_____

Library Media Specialist

_____ _____

Principal Date

SAMPLE

(YOUR SCHOOL NAME) SCHOOL

LMC PHYSICAL ARRANGEMENT
(7.04, 7.14, 27.06, 37.06, 47.06)

The **REFERENCE COLLECTION** located (describe location for each section--such as "in the low shelves across the center of the LMC") contains those books used for information and are not generally read cover to cover (example: encyclopedias). They are not circulated out of the school. They may be used in the LMC or checked out by a teacher for classroom use for a short period of time.

The **NONFICTION COLLECTION** located (describe location) are those books that contain general information and are circulated to both students and staff.

Both reference and nonfiction books are classified and arranged by the Dewey Decimal System. Call numbers consist of the Dewey number over the first three letters of the author's last name or the first three letters of the first word of the main title if there is not an individual author. Reference books have the letter "REF" above the Dewey number. The Dewey Decimal System is divided into ten (10) main subject categories:

DEWEY DECIMAL SYSTEM TEN MAIN CLASSES

000 Generalities

100 Philosophy

200 Religion

300 Social Sciences

400 Language

500 Pure Sciences

600 Technology (Applied Sciences)

700 Fine Arts and Recreation

800 Literature

900 General Geography & History

The **BIOGRAPHY COLLECTION** is located (describe location) in the LMC. Individual biography call numbers consist of the letter "B" or "BIO" over the first three letters of the last name of who the book is about or biographee. They are then shelved alphabetically by the biographee's last name. Collective biographies are classified using the Dewey Decimal number 920 and are shelved with the other nonfiction books.

The **FICTION COLLECTION** is located (describe location) in the LMC beginning in the southwest corner. The call number consists of the letter "F" or "FIC" over the first three letters of the author's last name. Fiction is shelved alphabetically by the author's last name.

The **PROFESSIONAL COLLECTION** consists of curriculum guides, professional journals, guidelines, etc and is located (describe location) in the LMC. (7.06)

SAMPLE

CURRENT MAGAZINES AND NEWSPAPERS are located (describe location) in the LMC. Back copies of magazines are filed in the periodical area behind the circulation desk along with microfiche files of back issues of magazines and *NewsBank*. The *Readers' Guide to Periodical Literature* and *NewsBank* Index are located on the tables south of the paperback racks.

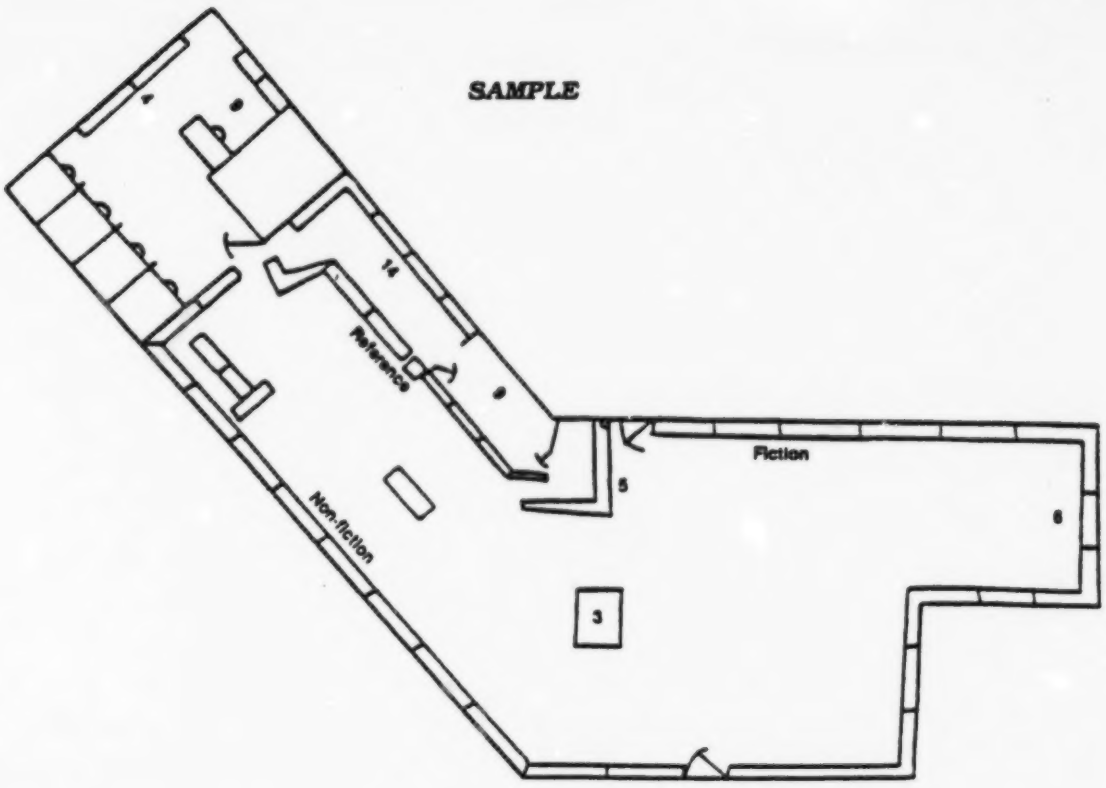
The **VERTICAL FILE**, an alphabetical file of pamphlets, booklets, and newspaper clippings about a variety of subjects, is located in the cabinet next to the study carrels.

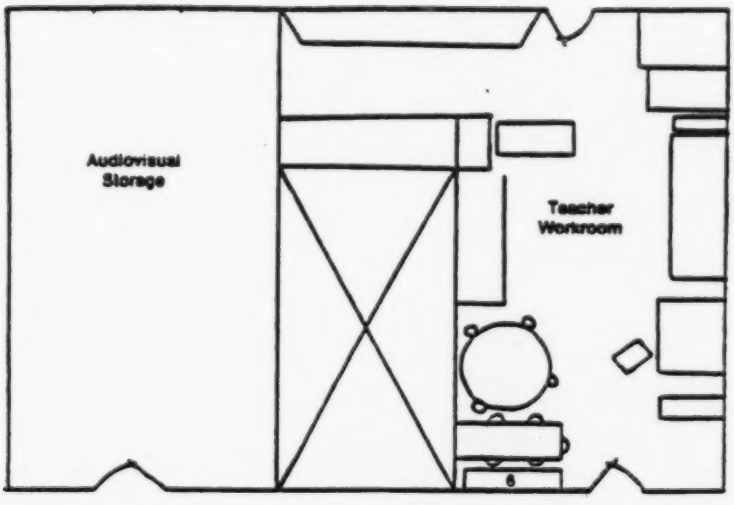
All **AUDIOVISUAL MATERIALS** are shelved in the AV software and equipment storage room.

All **AUDIOVISUAL EQUIPMENT** is stored in the AV software and equipment storage room.

All **PRODUCTION** materials and equipment are located in the workroom.

SAMPLE





Number Codes

1. Stacks
2. Carrels
3. Card Catalog
4. Audiovisuals
5. Circulation Desk
6. Periodicals
7. Reference
8. Workroom
9. Office
10. Lounge Area
11. Listening Stations
12. File Cabinets
13. Conference Room
14. Professional Collection
15. Classroom Area
16. Individual Study Area
17. Storage

SAMPLE

(YOUR SCHOOL NAME) SCHOOL

GUIDE TO THE USE OF REFERENCE MATERIALS

GENERAL ENCYCLOPEDIAS

A general encyclopedia contains information on almost all subjects. They are arranged alphabetically and may contain from one to thirty or more volumes. The index to the set may be in one volume or in the back of each book of the set. A good index will have cross references to related material elsewhere in the set. Index entries will give the volume number, page number, and sometimes the section of the page on which the information appears. Newer sets of encyclopedias are located in the Reference Collection. Older sets are in the circulating non-fiction collection and may be checked out. The call number for encyclopedias is REF/031. Some encyclopedias at (your school name) are:

Collier's Encyclopedia
Compton's Encyclopedia
Encyclopedia Americana
Encyclopaedia Britannica
Merit Students Encyclopedia
World Book Encyclopedia

SUBJECT OR SPECIAL ENCYCLOPEDIAS

These encyclopedias deal with one specific subject area such as science. Some subject encyclopedias at (your school name) and their call numbers are:

The New LaRousse Encyclopedia of Mythology
REF/292.03/GUI

Clements' Encyclopedia of World Governments
REF/320.4/CLE

Science and Technology Illustrated
REF/500/SCI

Encyclopedia of Discovery and Exploration
REF/910/ENC

DICTIONARIES

A dictionary is a collection of words arranged alphabetically. An abridged dictionary has fewer words (shorter). A dictionary gives the spelling, pronunciation, and meaning of a word. All good dictionaries should give directions for their use. Most have a table of contents and will give other pertinent information about the volume. The call number for dictionaries is REF/423. There are also dictionaries in the circulating nonfiction collection under the same call number that may be checked out by students.

SAMPLE

SPECIAL DICTIONARIES

Special dictionaries deal with specific aspects of the English language. Some special dictionaries at (your school name) and their call numbers are:

Complete Dictionary of Abbreviations
REF/421.03/SCH

Everyone's Thesaurus of English Words and Phrases
REF/424/ROG

Complete Rhyming Dictionary and Poets Craft Book
REF/426/WOO

ALMANACS AND YEARBOOKS

These books are published annually and give information on current events and historical records of government, sports, entertainment, population, and other subjects. Some almanacs and yearbooks at (your school name) and their call numbers are:

World Almanac and Book of Facts	REF/310/WOR
The Statesman's Yearbook	REF/317.25/PAX

ATLASES

Atlases contain detailed maps of the world and information about population, temperatures, and oceans. Some atlases and their call numbers at (your school name) are: (Larger atlases are located in the atlas stand)

Britannica Atlas	REF/912/BRI
Webster's Atlas and Zip Code Directory	REF/912/WEB
Rand McNally 1990 Road Atlas	REF/917/RAN

GEOGRAPHICAL DICTIONARY OR GAZETTEER

These books give brief information about towns, cities, countries, rivers, lakes, mountains, islands, waterfalls, and parks. A geographical dictionary and its call number available at (your school name) is WEBSTER'S NEW GEOGRAPHICAL DICTIONARY REF/910.3/WEB.

BIOGRAPHICAL REFERENCE BOOK

These books give detailed information about specific persons. Some biographical reference books and their call numbers at (your school name) are:

Great Composers, 1300-1900	REF/780.92/EWE
Third Book of Junior Authors	REF/920/DE M
Twentieth Century Authors	REF/920/KUN
Webster's Biographical Dictionary	REF/920/WEB
Current Biography Year Book	REF/920/MOR

The Readers' Guide to Periodical Literature

A cumulative author, subject index to periodicals (magazines) of general interest published in the United States. *Readers' Guide* is published twice a month. Complete directions for using the guide appear in the front of each index.

SAMPLE

NewsBank

This is a current awareness reference service providing access to the contents of newspapers from over 100 cities (two from each state) across the country. Articles of broad interest are selected from the newspapers and reproduced on microfiche each month. A monthly printed index to the microfiche is published and cumulated quarterly and annually. Each index includes instructions for using *NewsBank*. *NewsBank* organizes the articles on microfiche in broad categories. (Your school name) subscribes to the following categories:

ENVIRONMENT	HEALTH
LAW AND LEGAL SYSTEMS	SOCIAL RELATIONS
WELFARE AND SOCIAL PROBLEMS	NAMES IN THE NEWS

SOCIAL ISSUES RESOURCE SERIES

This series consists of loose-leaf volumes covering 32 social issues. Each volume contains articles reprinted from a variety of newspapers, magazines, government documents and journals which represent a broad spectrum of opinion and reading level. (Your school name) has available the following SIRS or SIRS Digest

ALCOHOL	DRUGS	
FAMILY	FOOD	POLLUTION

APPENDIX A

(ALTERNATIVE) SCHEDULE: (7.24)

The goal of the library media program is to give students multiple opportunities to expand their world through library resources and to teach them the skills needed fo find their way around in a world that continues to explode with information. In order to accomplish this, the following concepts will be incorporated into the scheduling plan for the school library media center:

1. As much as possible the center will be available to all students and teachers during the entire school day.

2. Teachers will be able to bring classes to the media center for planned activities such as instruction by me in using the media center as part of a classroom unit, story hour, booktalks, etc. Students from other classes will still be allowed use of the media center during these times if there is proper personnel on duty and space is available.

3. Small groups or individuals from a classroom will have the opportunity to use the center for research and planned activities.

4. Teachers who desire may have a short scheduled time to check out books and materials every two weeks. The teacher must accompany the class and stay during the scheduled checkout time. It should be understood that I will not always be available to assist and offer reading guidance. Drop-ins, in a limited number, from other classes may come in to check out materials without the teacher throughout the day.

This arrangement will allow me time to be scheduled as needed by all teachers to:

1. Work with the classroom teacher to plan, carry out and evaluate instructional units.

2. Work with the classroom teacher in the teaching of information skills to be integrated into the classroom curriculum.

3. Plan and conduct literature appreciation activities such as booktalks, Sequoyah Book award program, book fairs, etc.

4. Story hour or booktalks.

5. Work with individuals or small groups in reference and research activities.

6. Work with small groups in media production activities.

7. Perform administrative duties such as selecting, ordering, processing, cataloging new materials and program evaluation.

SAMPLE

WEEKLY SCHEDULE LIBRARY MEDIA CENTER

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00	INDIVIDUAL USE				
8:30	ADMINISTRATIVE TASKS				
9:00 9:30 10:00 10:30	(BLOCKS OF TIME TO BE SCHEDULED BY TEACHERS AS NEEDED FOR STUDENTS TO CHECK IN/OUT MATERIALS; USE LEARNING CENTERS; RECEIVE CLASS, SMALL GROUP OR INDIVIDUAL INSTRUCTION; PERFORM REFERENCE AND RESEARCH WORK; LITERATURE APPRECIATION AND STORY HOUR. LMS TO SCHEDULE PLANNING TIME WITH TEACHERS.)				
11:00 11:30	(SCHEDULE K-3 AT ONE- OR TWO-WEEK INTERVALS IF DESIRED)				
12:00	LUNCH				
12:30 1:00	(BLOCKS OF TIME TO BE SCHEDULED BY TEACHERS AS NEEDED)				
1:30 2:00	(SCHEDULE K-3 AT ONE- OR TWO-WEEK INTERVALS IF DESIRED)				
2:30	ADMINISTRATIVE TASKS				

INDIVIDUAL USE:	Check in/out materials. Use AV equipment and materials in activity centers. Research and reference.
SCHEDULED BY TEACHER:	Class instruction. Planned curriculum activities. Story hour with LMS Booktalks by LMS. Curriculum planning with the LMS.
ADMINISTRATIVE TASKS:	Checking in and shelving books and materials. Circulation reports and overdue notices. Selecting, ordering, processing, organizing new materials.

SAMPLE

(YOUR SCHOOL'S NAME) LIBRARY MEDIA CENTER PASS

STUDENT(S)' NAME:_____

TIME LEAVING CLASSROOM:_____ DATE:_____

REASON FOR COMING TO THE LMC: _____WORK ON SPECIAL PROJECT OR REPORT

_____CHECK IN/OUT MATERIALS _____RESEARCH AND REFERENCE WORK

_____INDIVIDUAL FREE READING TIME _____OTHER (EXPLAIN)

TIME TO RETURN:_____ _____
TEACHER'S SIGNATURE

TIME LEAVING THE LMC:_____ _____
LIBRARY MEDIA SPECIALIST'S SIGNATURE

(Each student coming to the LMC for small group or individual work must have a pass. The student may fill out the pass, but the teacher must sign it. Upon entering the LMC, the student will leave the pass at the circulation desk. When the student is ready to return to the classroom, the LMS will sign the pass and indicate the time the student leaves. The student will return the pass to the teacher when he/she returns to the classroom.)

(YOUR SCHOOL'S NAME) LIBRARY MEDIA CENTER PASS

STUDENT(S)' NAME:_____

TIME LEAVING CLASSROOM:_____ DATE:_____

REASON FOR COMING TO THE LMC: _____WORK ON SPECIAL PROJECT OR REPORT

_____CHECK IN/OUT MATERIALS _____RESEARCH AND REFERENCE WORK

_____INDIVIDUAL FREE READING TIME _____OTHER (EXPLAIN)

TIME TO RETURN:_____ _____
TEACHER'S SIGNATURE

TIME LEAVING THE LMC:_____ _____
LIBRARY MEDIA SPECIALIST'S SIGNATURE

(Each student coming to the LMC for small group or individual work must have a pass. The student may fill out the pass, but the teacher must sign it. Upon entering the LMC, the student will leave the pass at the circulation desk. When the student is ready to return to the classroom, the LMS will sign the pass and indicate the time the student leaves. The student will return the pass to the teacher when he/she returns to the classroom.)

SAMPLE

(SCHOOL NAME)
LIBRARY MEDIA CENTER PASS

STUDENT(S)_____

DATE_____ TIME_____
REASON FOR COMING TO THE LMC:

_____CHECK IN/OUT MATERIALS
_____ RESEARCH AND REFERENCE WORK
_____ INDIVIDUAL FREE READING TIME
_____ WORK ON SPECIAL PROJECT

OTHER (EXPLAIN)

_____
TEACHER'S SIGNATURE

_____ TIME TO RETURN

_____
LMS'S SIGNATURE

_____ TIME LEFT THE LMC

(SCHOOL NAME)
LIBRARY MEDIA CENTER PASS

STUDENT(S)_____

DATE_____TIME____
REASON FOR COMING TO THE LMC:

_____ CHECK IN/OUT MATERIALS
_____RESEARCH AND REFERENCE WORK
_____ INDIVIDUAL FREE READING TIME
_____ WORK ON SPECIAL PROJECT

OTHER (EXPLAIN)

_____
TEACHER'S SIGNATURE

_____ TIME TO RETURN

_____
LMS'S SIGNATURE

_____ TIME LEFT THE LMC

(SCHOOL NAME)
LIBRARY MEDIA CENTER PASS

STUDENT(S)_____

DATE_____ TIME_____
REASON FOR COMING TO THE LMC:

_____CHECK IN/OUT MATERIALS
_____ RESEARCH AND REFERENCE WORK
_____ INDIVIDUAL FREE READING TIME
_____ WORK ON SPECIAL PROJECT
OTHER (EXPLAIN)

_____
TEACHER'S SIGNATURE

_____ TIME TO RETURN

_____
LMS'S SIGNATURE

_____ TIME LEFT THE LMC

(SCHOOL NAME)
LIBRARY MEDIA CENTER PASS

STUDENT(S)_____

DATE_____TIME____
REASON FOR COMING TO THE LMC:

_____ CHECK IN/OUT MATERIALS
_____RESEARCH AND REFERENCE WORK
_____ INDIVIDUAL FREE READING TIME
_____ WORK ON SPECIAL PROJECT
OTHER (EXPLAIN)

_____
TEACHER'S SIGNATURE

_____ TIME TO RETURN

_____
LMS'S SIGNATURE

_____ TIME LEFT THE LMC

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